

Texas Education Agency Standard Application System (SAS)

2018–2019 Technology Lending		
Program authority:	General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85 th Texas Legislature; Texas Education Code Section 32.301	FOR TEA USE ONLY Write NOGA ID here: Place date stamp here: <div style="border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: center;"> RECEIVED TEXAS EDUCATION AGENCY JAN 29 PM 1:26 </div>
Grant Period:	May 1, 2018, to August 31, 2019	
Application deadline:	5:00 p.m. Central Time, February 6, 2018	
Submittal information:	Applicants must submit one original copy of the application with an original signature, and two copies of the application, printed on one side only and signed by a person authorized to bind the applicant to a contractual agreement, must be received no later than the aforementioned date and time at this address: Document Control Center, Grants Administration Division Texas Education Agency, 1701 North Congress Ave. Austin, TX 78701-1494	
Contact information:	Kathy Ferguson: techlending@tea.texas.gov; (512) 463-9087	

Schedule #1—General Information

Part 1: Applicant Information

Organization name	County-District #	Amendment #	
Columbia-Brazoria ISD	020907		
Vendor ID #	ESC Region #		
1746025454	4		
Mailing address	City	State	ZIP Code
PO Box 158	West Columbia	TX	77486-0158

Primary Contact

First name	M.I.	Last name	Title
Lynn		Grell-Boethel	Assistant Superintendent
Telephone #	Email address		FAX #
979-345-5147	Lynn.grellboethel@cbisd.com		979-345-4890

Secondary Contact

First name	M.I.	Last name	Title
Chris		Miller	Assistant Superintendent
Telephone #	Email address		FAX #
979-345-5147	Chris.miller@cbisd.com		979-345-4890

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

Authorized Official:

First name	M.I.	Last name	Title
Steven		Galloway	Superintendent
Telephone #	Email address		FAX #
979-345-5147	Steven.galloway@cbisd.com		979-3435-4890

Signature (blue ink preferred)

Date signed

Only the legally responsible party may sign this application.

1/24/2018

Schedule #1—General Information

County-district number or vendor ID: 020907

Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Required Attachments and Provisions and Assurances	<input checked="" type="checkbox"/>	N/A
4	Request for Amendment	N/A	<input type="checkbox"/>
5	Program Executive Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Program Budget Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Professional and Contracted Services (6200)	See Important Note For Competitive Grants*	<input type="checkbox"/>
9	Supplies and Materials (6300)		<input type="checkbox"/>
10	Other Operating Costs (6400)		<input type="checkbox"/>
11	Capital Outlay (6600)		<input type="checkbox"/>
12	Demographics and Participants to Be Served with Grant Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Project Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Responses to Statutory Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Responses to TEA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>

***IMPORTANT NOTE FOR COMPETITIVE GRANTS:** Schedules #8, #9, #10 and #11 are required schedules if any dollar amount is entered for the corresponding class/object code on Schedule #6—Program Budget Summary. For example, if any dollar amount is budgeted for class/object code 6200 on Schedule #6—Program Budget Summary, then Schedule #8—Professional and Contracted Services (6200) is required. If it is either blank or missing from the application, **the application will be disqualified.**

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 020907

Amendment # (for amendments only):

Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
No fiscal-related attachments are required for this grant.		
#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
1	LEA Technology Plan Template	If an LEA does not have a 2016–2017 Technology Plan on file with TEA, it must show evidence of a current local technology plan on participating campuses by completing the LEA Technology Plan Template.

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.

Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the General and Fiscal Guidelines .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the program guidelines for this grant.
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with all General Provisions and Assurances requirements.
<input checked="" type="checkbox"/>	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all Debarment and Suspension Certification requirements.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 020907

Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances☒ I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home
5.	The applicant understands that equipment purchased with Technology Lending Grant funds is the property of the LEA.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has a 2016–2017 LEA technology plan on file with TEA, or that it will show evidence of a current local technology plan on participating campuses by completing the Required Program-Related Attachment outlined on page 18 of the Program Guidelines.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into the LEA's technology plan.
12.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #4—Request for Amendment

County-district number or vendor ID: 020907

Amendment # (for amendments only):

Part 1: Submitting an Amendment

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). **Do not submit this schedule with the original grant application.** Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail **or** by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Grants Administration Division, Texas Education Agency, 1701 N. Congress Ave., Austin, TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-9564.

The last day to submit an amendment to TEA is listed on the [TEA Grant Opportunities](#) page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

Part 2: When an Amendment Is Required

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend the Application" guidance posted in the Amendment Submission Guidance section of the Grants Administration Division [Administering a Grant](#) page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

Part 3: Revised Budget

#	Schedule #	Class/ Object Code	A	B	C	D
			Grand Total from Previously Approved Budget	Amount Deleted	Amount Added	New Grand Total
1.	Schedule #8: Contracted Services	6200	\$	\$	\$	\$
2.	Schedule #9: Supplies and Materials	6300	\$	\$	\$	\$
3.	Schedule #10: Other Operating Costs	6400	\$	\$	\$	\$
4.	Schedule #11: Capital Outlay	6600	\$	\$	\$	\$
5.	Total direct costs:		\$	\$	\$	\$
6.	Indirect cost (%):		\$	\$	\$	\$
7.	Total costs:		\$	\$	\$	\$

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #4—Request for Amendment (cont.)

County-district number or vendor ID: 020907

Amendment # (for amendments only):

Part 4: Amendment Justification

Line #	Schedule # Being Amended	Description of Change	Reason for Change
1.			
2.			
3.			
4.			
5.			
6.			
7.			

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #5—Program Executive Summary

County-district number or vendor ID: 020907

Amendment # (for amendments only):

List the campuses that will be served with these funds. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

Columbia High School, West Brazos Junior High School, Wild Peach Elementary, West Columbia Elementary and Barrow Elementary would be served with these funds.

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary.

CBISD teachers currently utilize a variety of online programs to deliver instruction and to supplement instruction. Students are comfortable with utilizing online programs and accessing digital devices. Due to the BYOD policy, the implementation of schoolwide 1:1 device purchases in grades 2-8, and the High School Chromebook loan program; accessibility to devices and educational platforms at school is widespread. PreKindergarten through 1st have access to at least 5 devices with possibilities of more available during the school day and are primarily used in a center settings. Internet capability has been expanded in the district in order to provide a large enough broadband width to accommodate widespread online use. The district is a Google Apps for Education user and encourages use of Google Classroom for flipped classes as well as uses a number of online programs in all areas of learning.

This grant will allow the district to expand the ability for a student to access the online components at home, during travel lasting an hour or more and when away from the district due to extracurricular activities. Through this grant:

1. Students unable to access Wi-Fi at home will be able to check out a Wi-Fi device or a digital device for use at home for specific periods of time.
2. Buses will be outfitted for Wi-Fi for riders of an hour or more.
3. Device check out for the riders will be available on the extracurricular trips along with an onboard bus lockbox to secure devices while traveling.
4. PreKindergarten students and families will be able to access devices and expand summer learning to home to utilize specified learning programs.

Each campus will have a check out process for device or Wi-Fi based on the current model in place at Columbia HS. All students will have to pass the Digital Citizenship lesson module at their level or for PreK/Kinder, a parent or guardian will need to view the session and sign the Responsible Use Agreement for check out devices. Parents will have to agree to the terms outlined in the checkout agreement.

The campus and technology department will keep an inventory of devices and Wi-Fi units checked out. Technology and the campus will periodically run a check on use, issues and concerns. Parents will be provided a number and email that they can use to report issues and concerns with devices or connectivity. Technology department will keep a log of issues reported and addressed. The campus principal will be responsible for communication with the parent or student about concerns and issues. The Transportation Director will responsible for reporting and contacting the Technology Director about connection or device issues and the principal will be contacted for behavioral issues related to use or misuse on the buses.

In order to have a clear reporting system of issues or concerns:

1. Each campus will be responsible for checking out, reporting upkeep needs, and contacting technology for problems with connectivity for devices or Wi-Fi check outs.
2. The Transportation Director will be responsible for Wi-Fi reporting and following up on Wi-Fi connectivity issues with the Technology Director.
3. The extracurricular sponsor will be responsible for checking out devices and reporting any issues related to Wi-Fi or device use during trips to the campus principal.
4. For PreKinder and Kinder during the summer program, use per week will be monitored through a designated summer liaison from the district. Parents will be contacted if the use falls below a specified level to discuss if there is assistance needed such as a tutorial on how to use or connect, or if there are device or internet issues. Contact will either be remote or face to face depending upon the issues.

If there are specific geographic areas in the district where Wi-Fi is not available for families, the district will investigate the feasibility of parking a Wi-Fi enabled bus in that neighborhood for connectivity for specific hours and days.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #5—Program Executive Summary (cont.)

County-district number or vendor ID: 020907

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #6—Program Budget Summary

County-district number or vendor ID: 020907			Amendment # (for amendments only):		
Program authority: General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85 th Texas Legislature; Texas Education Code Section, 32.301					
Grant period: May 1, 2018, to August 31, 2019			Fund code: 410		
Budget Summary					
Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost
Schedule #8	Professional and Contracted Services (6200)	6200	\$40000	\$0	\$40000
Schedule #9	Supplies and Materials (6300)	6300	\$40000	\$0	\$40000
Schedule #10	Other Operating Costs (6400)	6400	\$20000	\$0	\$20000
Schedule #11	Capital Outlay (6600)	6600	\$0	\$0	\$0
Total direct costs:			\$100000	\$0	\$100000
Percentage% <u>indirect costs</u> (see note):			N/A	\$0	\$100000
Grand total of budgeted costs (add all entries in each column):			\$100000	\$	\$100000
Administrative Cost Calculation					
Enter the total grant amount requested:					\$100000
Percentage limit on administrative costs established for the program (15%):					× .15
Multiply and round down to the nearest whole dollar. Enter the result.					\$15000
This is the maximum amount allowable for administrative costs, including indirect costs:					

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

If selected for a competitive grant, your award amount will be the lesser of the grand total of budgeted costs as stated on this schedule (the box with the bold outline), or the sum of all line items listed on this schedule, or the maximum allowable award amount. TEA is not responsible for math errors.

For TEA Use Only

Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #8—Professional and Contracted Services (6200)

County-district number or vendor ID: 020907

Amendment # (for amendments only):

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.

Professional and Contracted Services

#	Description of Service and Purpose	Grant Amount Budgeted
1	Internet connectivity plan	\$40000
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		\$
13		\$
14		\$
a. Subtotal of professional and contracted services:		\$
b. Remaining 6200—Professional and contracted services that do not require specific approval:		\$40000
(Sum of lines a and b) Grand total		\$40000

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division [Administering a Grant](#) page.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

<u>Schedule #9—Supplies and Materials (6300)</u>		
County-District Number or Vendor ID: 020907		Amendment number (for amendments only):
Supplies and Materials Requiring Specific Approval		
		Grant Amount Budgeted
6300	Total supplies and materials that do not require specific approval:	\$40000
Grand total:		\$40000

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division [Administering a Grant](#) page.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

<u>Schedule #10—Other Operating Costs (6400)</u>		
County-District Number or Vendor ID: 020907		Amendment number (for amendments only):
Expense Item Description		Grant Amount Budgeted
6400	Operating costs that do not require specific approval:	\$20000
Grand total:		\$20000

In-state travel for employees does not require specific approval.

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division [Administering a Grant](#) page.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #11—Capital Outlay (6600)

County-District Number or Vendor ID: 020907

Amendment number (for amendments only):

#	Description and Purpose	Quantity	Unit Cost	Grant Amount Budgeted
66XX—Computing Devices, capitalized				
1			\$	\$
2			\$	\$
3			\$	\$
4			\$	\$
5			\$	\$
6			\$	\$
7			\$	\$
8			\$	\$
9			\$	\$
10			\$	\$
66XX—Software, capitalized				
11			\$	\$
12			\$	\$
13			\$	\$
14			\$	\$
15			\$	\$
16			\$	\$
17			\$	\$
66XX—Equipment, furniture, or vehicles				
18			\$	\$
19			\$	\$
20			\$	\$
21			\$	\$
22			\$	\$
23			\$	\$
24			\$	\$
25			\$	\$
26			\$	\$
27			\$	\$
Grand total:				\$0

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division [Administering a Grant](#) page.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #12—Demographics and Participants to Be Served with Grant Funds

County-district number or vendor ID: 020907

Amendment # (for amendments only):

Part 1: Student Demographics of Population To Be Served With Grant Funds. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comment section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program. Response is limited to space provided. Use Arial font, no smaller than 10 point.

Student Category	Student Number	Student Percentage	Comment
Economically disadvantaged	2060	%61.67	Current data
Limited English proficient (LEP)	178	%5.32	Current data
Disciplinary placements	377(OSS+ ISS)	%11.22	OSS – 60 students / 84 instances ISS – 182 students / 293 instances DAEP – 24 students / 24 instances
Attendance rate	NA	%96.38	Based on current statistics
Annual dropout rate (Gr 9-12)	NA	%1.40	

Part 2: Students To Be Served With Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type: ☒ Public ☐ Open-Enrollment Charter ☐ Private Nonprofit ☐ Private For Profit ☐ Public Institution

Students

PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
96	158	148	178	168	180	148	140	180	150	144	155	83	117	2060

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #13—Needs Assessment

County-district number or vendor ID: 020907

Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired outcome or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. If this application is for a district level grant that will only serve specific campuses, list the name of the campus(es) to be served and why they were selected. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The needs assessment was conducted by:

1. Using the Google survey tool to address different areas considered for services. Surveys were distributed to parents in digital invitation as well as providing paper copies. Student surveys were done through coordination with principals at the campus and their staff to facilitate scheduling the survey during a class period and staff were sent an email with follow up from principal encouraging participation. Staff were sent an email to participate and principals followed up in meetings to encourage participation.
2. District meetings were held with leadership, and with key staff members for feedback and discussion of needs, thoughts, and contributions and to develop aspects of the grant.
3. The DEIC committee was provided information and feedback was solicited.
4. The Board of Trustees were given a report of and provided an opportunity for feedback and contributions.
5. The district conducts an annual needs assessment to focus energy and funding on areas of needs. Items reviewed include district accountability and student scores on assessments, teacher needs for development, teacher ratings on assessment instruments, student demographics and trends, student behavioral statistics, parent feedback, parent participation, parent needs, use of resources by teacher and students, campus requests for assistance. This annual Needs Assessment was reviewed to determine aspects of applicability and data information already accumulated.

Evidence that demonstrates the need for device checkout and home internet access:

1. Parents report that for Prek students classified as Economically Disadvantaged, 10% need a device and internet to access learning at home.
2. Teachers responding to the survey report that currently 57% assign digital work that requires device and internet use from home, but if all students had access at home, 84% of teachers would incorporate this learning for home use as well.
3. Junior high and elementary teachers report that 20% of their students have requested assistance with either access to internet or a device at home. Situations like this have been handled on a case by case basis and in most cases, exceptions for assignments have been made or arrangements for use at school have been accommodated.
4. With the High School Chromebook Loan Program, 285 devices were checked out the first year of the program and 118 are checked out to students currently. Survey data indicates students returning the devices did so either because they did not have internet connectivity at home or because they purchased their own device to use.
5. Data from transportation reports in 16-17, 254 extracurricular trips were taken that lasted for an hour or more. Teachers at the junior high and high school report that they are reluctant to assign home learning due to the numbers of students participating in extracurricular events. Students are reluctant to take devices on these trips due to concerns with security of property.
6. Data from transportation shows that currently 6-12 buses are used that have student daily routes with a ride in excess of 60 minutes and extracurricular trips lasting excess of an hour transporting.
7. Currently, 53 students use the credit recovery online program to restore credits and 7 use the program to enhance learning as an EOC prep program at the high school. The program allows them to do work outside the school day if they desire but need to appear in the lab for testing components. Some students use home access, some have checked out school devices. Most of the students who have checked out a device access internet at local facilities, use home or come to the school to access internet. They report home connectivity would assist them with access to courses.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #13—Needs Assessment (cont.)

County-district number or vendor ID: 020907

Amendment # (for amendments only):

Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	Closing gaps for early learning in pre-literacy and math areas specifically for (all) Prekindergarten and other early grade students in need.	Provide device and internet connectivity check out system with access to specific online platforms reinforcing pre-literacy and math skills for those families demonstrating need. Program will analyze student needs and provide a specific learning path to follow. Parents will attend a learning session and will have follow up from designated staff member for assistance. Summer program will continue school year practice. Staff will be assigned to track and monitor learning and contact, train, or assist parents if learning goals are not happening.
2.	Providing ongoing extended learning opportunities for students without the ability to access digital devices and/or internet connectivity.	Provide device and internet through a check out system with access to specific online platforms reinforcing academic learning assigned by the teacher or with a program that analyzes gaps and provides a specific learning path to remediate. Parents will attend a learning session and will have follow up from designated staff member for assistance. Summer program will continue school year practice.
3.	Provide device and online accessibility and a process to secure devices for extended learning opportunities for secondary students involved with extracurricular events.	Buses will have Wi-Fi connectivity and have devices available for check out on the bus. A lock box will be used to check in and secure devices while students are at events. Teachers will be informed of the events that will have connectivity in order for them to feel confident about assigning follow up work for students to complete. (Current practice is to not allow this to occur.)
4.	Provide additional English learning opportunities for families/students without the ability to access digital devices and/or internet connectivity.	Provide device and internet connectivity check out system with access to specific online platforms reinforcing learning English. Parents will attend a learning session and will have follow up from designated staff member for assistance. Summer program will continue school year practice.
5.		

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #14—Management Plan					
County-district number or vendor ID: 020907			Amendment # (for amendments only):		
Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.					
#	Title	Desired Qualifications, Experience, Certifications			
1.	Assistant Superintendent(s) & Director of School Improvement	Certification as a classroom teacher & in administration. 5-10 years as a teacher and administrator. Experience with managing programs and staff. Ability to communicate clearly and effectively.			
2.	Director of Technology	3 or more years' experience working with technology systems. Experience with management of systems and staff.			
3.	Tech/Digital Liaison Specialist	Certification in Education and/or technology. Experience teaching and using variety of digital tools, devices and programs. Experience working with adults and students.			
4.	Campus Principal	Certification for administration and teacher. 5-10 years as a teacher. 1-2 years as an administrator.			
5.	Director Transportation	Some college, transportation related certifications, 5-10 years' experience in pupil transportation, and experience with managing staff.			
Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.					
#	Objective	Milestone		Begin Activity	End Activity
1.	Establish a home/school program using online educational program(s) for PreK students/parents to utilize daily during the summer and during the school year.	1.	Meet with PreK parents to demonstrate program and secure feedback on home use	05/01/2018	08/31/2018
		2.	Purchase devices and Wi-Fi units and inventory	05/01/2018	07/31/2018
		3.	Establish training times for parents, check out/in process/dates/times	05/01/2018	06/01/2019
		4.	Weekly checks on program use- meet as needed	06/02/2018	06/28/2019
		5.	Set periodic meeting with parents and students to review progress	05/14/2018	06/28/2019
2.	Establish Wi-Fi and device check out process for students to use at home.	1.	Purchase devices and Wi-Fi and inventory	05/01/2018	07/31/2018
		2.	Set up training process for campus checkout/check-in procedures	05/01/2018	08/31/2018
		3.	Advertise and set up training program for students/parents ensure Digital Citizenship session completed	07/01/2018	09/28/2018
		4.	Establish the checkup process for use and acceptable practices, timelines and meeting times to discuss issues and concerns	07/02/2018	08/31/2018
		5.	Collect data on use and issues to refine process	08/31/2018	06/28/2019
3.	Implement a bus Wi-Fi connection program to allow students to complete work during extended trips, on long routes and if needed, to provide a	1.	Purchase units, inventory and install on identified buses	05/01/2018	08/17/2018
		2.	Equip trip buses with secure lock box and devices to loan	07/27/2018	08/17/2018
		3.	Train coaches, drivers on use and rules for access	08/01/2018	08/31/2018
		4.	Train students on use and rules for access	08/27/2018	06/03/2019

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #14—Management Plan (cont.)

County-district number or vendor ID: 020907

Amendment # (for amendments only):

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

A weekly meeting with the Superintendent's administrative team is held to plan, update project targets, discuss concerns, establish action plans to complete projects and discuss any new projects or issues.

The district has established a monthly review process with the entire administrative team to update members on the state of the district, discuss concerns, review data and progress on goals and objectives, provide small training sessions, provide department updates and information, and review specified projects. When necessary, smaller groups convene to make recommendations on adjustments to goals or objectives and report back to the entire body their findings and recommendations. With group approval, changes are then forwarded on to DEIC and if needed to the Board of trustees for feedback and/or approval.

A monthly DEIC meeting is held to review required items and seek feedback from the stakeholder group. Grants, goals, objectives, special projects, TIMA, and all other reports and projects are shared with the DEIC members.

Updates are communicated by administrators to staff on their teams through weekly newsletters, meetings and emails, verbally and digitally in a monthly DEIC meeting, through department meetings and through a monthly newsletter to all district employees through Human Resources department.

Campuses send information to parents digitally by posting information on websites or campus Facebook platforms, sending updates through district digital alert system, holding parent meetings throughout the year and distribute a weekly communication newsletter to parents. Parents and community members are provided updates monthly at the Board Meeting and through campus events and meetings that are held at a minimum of once a semester. Elementary campuses hold a minimum of 2 events per semester. Human Resources provides a newspaper update on district information, actions and reports 2 times a year to the community and provides a monthly newsletter to district staff that includes updates to projects, special programs or events, special recognitions, announcing events, surveys and other meetings.

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Google Apps for Education allows staff to utilize a blended learning environment along with direct instruction. Staff development is ongoing each year to enhance this use and to further develop teacher skills as the platform changes and adds new items. The district has committed to utilizing online formatted materials for all areas of instruction. Staff development incorporates opportunities to enhance staff understanding and ability to utilize online materials purchased by the district. The district has ongoing staff development throughout the year with face-to-face formats, webinars and remote training sessions available. Teacher skills and knowledge is advanced and online use by teachers for instruction is steadily increasing each year.

Due to the need for daily access to online digital formats, the district has a plan to continue supporting use of Chromebooks, to purchase newer versions and to repair items. The district has also continued to add positions to the Technology Support Team that allows for a broader assistance process. Current position hire is a Technology/Digital Specialist who acts as a liaison between teachers and technology and is familiar with the variety of educational platforms used in our schools. This position is able to support both the teacher in understanding use as well as students. In addition, as more students are utilizing digital platforms at home, this staff member is able to work with parents to assist them with issues and concerns they have with access to the digital platforms. Technology technicians are also available to work through access issues, broadband concerns, device problems and repair of Wi-Fi accessibility or devices.

The district is also working closely with the current broadband providers to enhance accessibility, strength and reach in order to ensure adequate access across the district.

Integration of funds for technology occurs with funding for staff development coming from local and federal sources. Funding for materials is planned with local/state funds as well as grant opportunities. Outside grant opportunities currently provides online program access to a specific sponsored digital program and another corporation has funded materials for STEM, STREAM, STEAM labs. The district technology funding is planned for through e-rate

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

--	--

Schedule #15—Project Evaluation

County-district number or vendor ID: 020907

Amendment # (for amendments only):

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process	Associated Indicator of Accomplishment	
1.	Verify use of internet and program use on loaned devices	1.	Monthly reports on specific program use-PreK 15 min a day 5 days a week. I-Ready users 90 minutes a week math and reading
		2.	Monthly reports on internet use
		3.	Tracking and resolutions of concerns
2.	Students will show growth on assigned programs associated with the loaned devices	1.	Beginning, middle and end of year checkpoint assessment
		2.	Scores on early literacy and numeracy from beginning to end of year assessments
		3.	Student skills access from program reports or report cards
3.	Teachers will increase use of online product use or online program use for student learning	1.	Survey results from beginning of year and end of year on online assignments
		2.	Usage reports on products
		3.	Number of Google classrooms or other digital assignments per teacher
4.	Track Parental involvement	1.	Attendance of parents at orientation and completion of digital citizenship class
		2.	Attendance of parents at periodic checkup meetings
		3.	Data on parent # of meetings and # of outreach to address needs and concerns
5.		1.	
		2.	
		3.	

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Internet and Program Use & Parental Involvement Verification:

1. Teachers of students in PreK, Kindergarten, and 1st and 2nd grade will have access to a district purchased program to enhance and build early literacy, reading, numeracy and math skills. In all other grades, campus principals will verify which grades and teachers will incorporate online learning into their expectations for work completion at home. The teachers with expectations for online access and learning from home will be listed for priority loan consideration. The students in those classes qualifying as economically disadvantage will have priority status for checking out devices. The campus will establish a check out process for students and families needing devices and Wi-Fi access based on the existing model used at the high school loan process. The campus will meet with parents and ensure the Digital Citizenship course is completed by the parent and student, all have signed and understand the agreement for responsible use, and understand that periodic checks will be occurring on the use of the device/Wi-Fi and functionality of the device. Information on contacts for assistance or loss or damage will be provided to the parent as well. Students qualifying as ELL and scoring in the beginning level on TELPAS or other measure will be considered for device and Wi-Fi access of a district purchased online English program.
2. Teachers in grades PreK-2 will check weekly use of students and progression through the lessons. Teachers in grades 3 up will provide to the principal the online programs utilized a weekly checks on student use will be tracked. If there is no specific program used that use can be tracked, teachers will provide data on assignment completion and grades.
3. The expectation for PreK access to the district purchased early literacy and numeracy program is 15 minutes a day at home, 5 days a week. The expectation for Kindergarten, 1st and 2nd on the district purchased online program for reading and math skill development will be access from home for 90 minutes a week.
4. Use in other grades will be reviewed monthly for use, concerns and needs.
5. In the event of low use: student conferences will be held by the teacher to discuss the use pattern and set expectations for online learning at home. If after a month this approach is not working, the teacher will meet with the student and parent to review barriers, check for understanding and to reset expectations. If this does not resolve use issues, the principal will then contact the parent to discuss concerns and return of the device/Wi-Fi if there is not a change in use.
6. Monthly internet use will be analyzed by the Technology team and they will report any overuse or suspected misuse to the campus principal. A meeting will be held with the parents to discuss concerns, revisit the signed agreement and re-establish expectations. If there is non-compliance, the parent will be asked to return the device and Wi-Fi unit and arrangements will be made for the student to complete expectations during campus hours.

Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 020907

Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe the availability of existing equipment to students in the LEA and other funding available for the purchase of student technology devices. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Existing equipment includes:

1. Prek classes each have 3 touch Chromebooks, 2 iPad and access to other devices such as tablets and recycled teacher laptops for student use. Most devices were purchased through the PreK grant funds from TEA or from campus budgets.
2. Kindergarten and 1st share Chromebook carts of 30 devices between 2-3 classes, purchased through a local competitive grant from reserve funding through the Board of Trustees.
3. The district purchased 30 Chromebooks and carts for each core classroom in grades 2-8. Elementary Chromebooks were partially purchased through IMA, local/state technology funds and local competitive grants through the Board of Trustees.
4. Grades 7/8 Chromebooks and carts were a lease/purchase through IMA funding.
5. Additional Chromebooks at each campus were funded through local technology funds, PTO purchase and competitive grants through the Board of Trustees.
6. Campus material or library funds have purchased additional Chromebooks or tablets for check out from the library for class use, special projects or for use in Sped or 504 classes.
7. Local competitive grant process outfitted STEM, STREAM or STEAM labs for elementary student use adding additional iPads and Chromebooks for specific use in the lab settings.
8. Students at the elementary and junior high school have either and elective or an ancillary class utilizing a computer lab setting. The Chromebooks or laptops in the lab are supported through technology local funding and through a recycle program of district teacher computers.
9. High School supported class Chromebook carts with 30 Chromebooks in some science and math classes purchased through local competitive grants and through local/state funds. Devices were also available in the library for use.
10. CTE has utilized laptops and desktops for years due to specific course offerings. These are purchased through CTE funding and updated regularly as needed to support the program needs.
11. High School began a device lending program in 2016-17 which offered Chromebooks for student use at home or school. The program included insurance for damages. The checkout process was very successful with minimal damage or theft. The program continued this year and showed a decrease in devices needed for checkout. Survey information showed that returned devices occurred due to students obtaining their own device or lack of internet accessibility at home limited use.

Funding is set aside in TIMA and in local technology budget to support reinvestment into the technology devices needed to continue to support classroom instruction. The High School loan program is set up to provide limited funding for continuation.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 020907

Amendment # (for amendments only):

TEA Program Requirement 1: Describe how the technology lending program aligns with the existing mission and goals for the LEA. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

It is the mission of the Columbia-Brazoria Independent School District staff, working actively and cooperatively in partnership with students, parents/guardians, and other Columbia-Brazoria Independent School District constituents, to:

- Prepare students to become responsible and productive citizens
- Achieve success and dignity by creating a community of life-long learners
- Develop higher level thinking skills and foster creativity.

The district goals are:

Goal 1: Improve low performing schools and growth on state-mandated assessments in all subjects for all student groups in order to meet or exceed state and federal accountability requirements.

Goal 2: Connect students to college or career opportunities.

Goal 3: Build a strong foundation of early literacy and numeracy.

Goal 4: Recruit, support and retain teachers and principals.

The Technology Lending program would support the mission and goals by:

1. Providing parents and students the opportunity to utilize up to date technology and resources to support and enhance instruction and digital skills.
2. Enhance the partnership between school and home with parents and students.
3. Open the doors for ongoing learning outside the classroom to create lifelong learners and to prepare for future goals in careers or college and enhance academic performance.
4. Establishes a partner program with parents early in the school experience to increase their understanding of learning and will increase children's early literacy and numeracy skills.
5. Enhance English language acquisition which will improve academic performance.
6. Encourages higher order thinking and creativity by having access to more resources and up to date technological services.
7. Provides support to teachers by giving them an additional platforms to support learning and teaching.
8. Provides an ongoing learning environment that will update and reinforce staff's technology skills and understanding.
9. Provide additional opportunities for students to make academic gains by having access to learning 24 hours.
10. Increase the technological skills of staff, students and parents.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 020907

Amendment # (for amendments only):

TEA Program Requirement 2: Describe a plan for providing internet access to student residences, residential centers, and/or on the buses that transport students (for whom a single ride lasts, on average, at least an hour) with the highest need for off-campus internet access. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district will work with the designated internet providers to purchase plans and devices and will determine methods for tracking internet use either through the provider or through district tracking software programs. The devices will be registered to the district and will allow specific amount of data usage. Devices with built in Wi-Fi will be programmed to use the district filtering system to allow access to approved sites.

Students register each year through an online registration system. This system will be utilized to determine need, verify eligibility, and accessed for communication. The process will be as follows:

1. During the back to school registration period, parents will complete a survey that identifies availability of student access to devices and to internet.
2. Families indicating needs will be reviewed for social economic status and will be placed on a high priority list if determined to be low SES. Multiple needs in a family will be reviewed for needed number of loan devices and access.
3. All parents and students eligible for checkout process will be required to attend a training to agree to the Responsible Use Agreement, ensure completion of the Digital Citizenship session and understand the regulations for use. Information will be provided to the family on how the district will be tracking use and the requirements if use is not adhered to or for violations of use is detected. Parents will be required to respond to requests for periodic checkups. Information will be provided to parents on district contacts for training, repairs, and loss reporting or other issues involving the loaner devices.

Bus routes with an hour or longer passenger ridership and the extracurricular trips of distances over an hour will be identified and those buses will be outfitted with connection devices. The district will purchase Wi-Fi program/devices/units for the buses designated. A specialized lock up process will be purchased for use on the extracurricular bus to allow students the flexibility to use devices during the ride but have them secured during the time they are away from the bus. Training will be provided to all stakeholders. A tracking process will be put into place to ensure safe usage and to ensure equipment is available and working. Concerns and issues will be addressed to the campus principal and the Technology Director and will follow the outlined process for follow up with students and parents.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 020907

Amendment # (for amendments only):

TEA Program Requirement 3: Describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The technology lending program aligns with curriculum and instruction as the online programs are a direct support to instruction. The online platforms currently used by the district provide a digital text, additional resources or programs to support direct instruction. The district has implemented training and an analysis of use processes to ensure the viability and integration of the digital resources. In addition, the lending program would provide access to students and families to be involved in a blended classroom environment which may be an initial instruction platform by the teacher.

Internet safety and digital citizenship are also part of the instructional process and are a required component of instruction each year prior to utilizing devices in the classroom. The district has a specific program it uses for students to access to take the course on digital citizenship and teachers have lessons to reinforce with the class. Parents receive the rules for internet use and have the option to opt out and also receive the Responsible Use Agreement with materials at the beginning of the year. The Student Handbook has information about consequences and actions taken for violations of the agreement and usage. The district uses filtering and teacher monitoring software to ensure safety of student use.

TEA Program Requirement 4: Describe how the applicant is using digital instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The following digital instructional materials have been adopted by the district for core instruction:

1. Stemscopes- science grades k-12
2. Go-Math- math grades k-8
3. Studies Weekly- social studies grades 2-6
4. Waterford- Prek early literacy and numeracy
5. Big Day- Kindergarten early literacy
6. HMH Think Central- Reading instructional guide/book & grades 1-6 and Go-Math support
7. Science Starters- HS science
8. Discovery Learning- supports all subjects for use in instruction or to add to Google Classroom
9. Google Classroom- supports all classes and subjects in an online/blended learning environment
10. Edgenuity- credit recovery for high school, distance learning for grades 6-12
11. TEKs RS-All subjects scope/sequence/ test bank

Supplemental digital materials to support core curriculum are:

1. I-Read- for ESL kinder/1st
2. I-Ready- grades K-8- reading and math
3. ST Math- K-8 math
4. IXL- support for math
5. Big Universe- support for reading and writing and content creation
6. System 44 and Read 180- supplemental reading for dyslexia and other reading issues
7. Reading Horizons- supplemental reading for interventions
8. I-Station and Think Through Math- additional math and reading support for SSI

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 020907

Amendment # (for amendments only):

TEA Program Requirement 5: Describe how the infrastructure and technical support is adequate to support students' anticipated use of devices through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district has a robust network with 10 GB connection between school and the wireless access point in each class. Internet connection is 1 GB total.

The Technology department consists of: Technology Director, Network Administrator, 6 technicians, and the Liaison for instruction. The Network Administrator ensures the network is functioning properly. Technicians resolve user problems, repair hardware, assist staff with user issues and install items as needed. The Liaison works directly with teachers and students to implement programs and resolve issues. In addition the Liaison assists parents with concerns about digital learning. The district has a Director for Instructional Technology support to advance teacher and staff learning and support the student lab lessons.

The district uses an online reporting/ticket system for issues and concerns by staff. Tickets for support are processed daily with a review monthly with the entire district administrative team for follow up and discussion. A filtering system/firewall is used to control access to websites and amount of bandwidth consumed. Classroom monitoring of student use is done through Impero to allow the teacher to ensure students are not going to inappropriate sites. Antivirus software is installed on district computers. Insurance for loaner devices is used for repairs and replacement. This process would be utilized for loaner devices in this grant as well.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 020907

Amendment # (for amendments only):

TEA Program Requirement 6: Describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will oversee the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Technology will purchase and inventory each device. Insurance will be purchased to provide for repair or replacement. Devices will be inventoried and the checkout of devices will occur with a staff member from each campus to record the type of device/ tracking number, names, addresses, emails, and phone number of parent responsible for the device at each campus. Technology and District Administration will have access to the checkout information.

Data will be collected at registration to identify needs. The district will review all results and verify the SES status of all applicants. Students with the same home/family will be grouped together for consideration of number of needs.

Priority will be given in the following order if the parents/student attends the required meeting:

1. Prekindergarten students
2. Highest level of SES campus families to lowest SES campus families
3. Families in several schools will be reviewed for consolidation of resources
4. ESL and Credit Recovery

Any qualifying family who does not attend the required meeting/training and sign the agreement forms will not be issued a device.

Information about the checkout process will be provided to parents upon registration and advertised through the district website and other parent communication avenues. Dates will be provided for times of a required meeting for all qualifying and interested parents to attend. Training will be conducted by the campus principal and technology staff on the agreement, how the devices work and all will be required to access the Digital Citizenship session and sign the Responsible Use Agreement.

TEA Program Requirement 7: Describe how technology lending equipment will be accounted for per local policy, including providing insurance, if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Purchases will be made following the outlined procedures from the district EDGAR aligned purchasing manual. Purchases will be inventoried and tracked through the checkout and check in process through both technology and the campuses. District Administration will also have access to the inventory and checkout information. Insurance costs will be used to cover breakage, repairs or damage which are reported through to the campus designee and then to technology to fix. An end of the year inventory will be conducted to verify accuracy of records.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person: